

INTERVIEW GUIDE

MPPSC

LIBRARIAN



AUTHOR:

SAKET SHARMA

PERSONAL INTERVIEW

Q 1 Tell me about Your self?

Hello, my name is [Your Name]. I live in [Your City]. I finished my 10th and 12th grades at [Your School]. After that, I graduated with a [Your Degree] from [Your College].

While preparing for [Any Exams or Courses], [A Person or Event] told me about the Library and Information Science course. I decided to pursue it and completed my Bachelor's in Library and Information Science (BLIS) from [Your University] in [Year], scoring [Your Percentage]. Then, I did my Master's in Library and Information Science (MLIS) from [Your University] and scored [Your Percentage] in [Year].

During my MLIS, I cleared the National Eligibility Test (NET) in Library Science on my first attempt. In the next attempt, I also cleared the Junior Research Fellowship (JRF) in [Year].

My strengths include being a lifelong learner, tech-savvy, self-motivated, and having good interpersonal communication skills. I come from a nuclear family.

EXAMPLE

Hello, my name is Saket Sharma. I live in Greater Noida. I finished my 10th and 12th grades at Shambhu Dayal Inter College in Ghaziabad. After that, I graduated with a Bachelor of Arts degree from MMH College.

While preparing for government exams, my college librarian told me about the Library and Information Science course. I decided to pursue it and completed my Bachelor's in Library and Information Science (BLIS) from IGNOU in 2020, scoring 71 percent. Then, I did my Master's in Library and Information Science (MLIS) from Delhi University School of Open Learning and scored 71 percent in 2023.

During my MLIS, I cleared the National Eligibility Test (NET) in Library Science on my first attempt. In the next attempt, I also cleared the Junior Research Fellowship (JRF) in 2023.

My strengths include being a lifelong learner, tech-savvy, self-motivated, and having good interpersonal communication skills. I come from a nuclear family.

Interviewer: What are your strengths and Weakness?

"My strengths include being [list your strengths]. I am always [describe how this strength benefits you], which helps me [describe the positive outcomes]. My [another strength] allows me to [describe how this strength helps you in your role]. I am highly [another strength], which drives me to [describe the positive outcomes]. Additionally, my [another strength] enables me to [describe how this strength helps you in your role]." "One of my weaknesses is that I can sometimes be [describe your weakness]. While this helps [describe any positive aspect], it can also [describe the negative impact]. To address this, I've been working on [describe what you are doing to improve]. Another area I am improving on is [another weakness]; I can feel [describe how this affects you]. To overcome this, I have been [describe what you are doing to improve].

You:

"My strengths include being a lifelong learner, tech-savvy, self-motivated, and having good interpersonal communication skills. I am always eager to learn new things, which helps me stay updated with the latest trends and technologies in library science. My tech-savviness allows me to efficiently manage digital resources and use library management software. I am highly self-

motivated, which drives me to complete tasks on time and with high quality. Additionally, my interpersonal communication skills enable me to effectively assist library patrons and work collaboratively with colleagues." "One of my weaknesses is that I can sometimes be overly detail-oriented. While this helps ensure accuracy and thoroughness in my work, it can also slow me down when I focus too much on the finer details. To address this, I've been working on setting clearer priorities and deadlines to balance attention to detail with overall productivity. Another area I am improving on is public speaking; I can feel nervous speaking in front of large groups. To overcome this, I have been practicing by participating in smaller group discussions and presentations to build my confidence.

Interviewer: Who is currently heading the Madhya Pradesh Public Service Commission?

You: The current Honorable Chairman of the Madhya Pradesh Public Service Commission (MPPSC) is Dr. Rajesh Lal Mehra.

Interviewer: Who is current Secretary of the Madhya Pradesh Public Service Commission?

You: The current Secretary of the Madhya Pradesh Public Service Commission (MPPSC) is Shri Prabal Sepaha (IAS).

Interviewer: Can you provide an overview of the Madhya Pradesh Public Service Commission (MPPSC) and its functions?

You: The Madhya Pradesh Public Service Commission (MPPSC) is a state government-led agency of Madhya Pradesh. Publicly known as MPPSC, it was constituted under Article 315 of the Constitution of India, which pertains to state and Union Public Service Commissions. The MPPSC is responsible for conducting civil services examinations and competitive examinations. It makes direct recruitments to various civil services and departmental posts at the state level.

Interviewer: Can you tell the history of the Madhya Pradesh Public Service Commission (MPPSC)?

You: The history of the Madhya Pradesh Public Service Commission (MPPSC) begins with the former state commission, the Madhya Bharat Commission, which operated from 1954 to 1956. Following the reorganization of Madhya Pradesh state, the new commission was established on November 1, 1956, under Article 315 of the Constitution and Section 118(3) of the States Reorganisation Act, 1956.

Interviewer: What are the functions and duties of the Madhya Pradesh Public Service Commission (MPPSC)?

You: The functions and duties of the Madhya Pradesh Public Service Commission (MPPSC) are outlined under the Forty-first Amendment of the Constitution of India, specifically Articles 335 and 376. These amendments grant the commission the authority to perform specific functions within the state.

The key functions of the MPPSC include:

- Making direct recruitments to civil services in the state.
- Facilitating promotions of state-level officers in any department.
- Managing transfers in civil and departmental services from one department to another.

Interviewer: Can you tell some general knowledge facts about Madhya Pradesh?

MADHYA PRADESH GK

Formation	1 st November, 1956
Capital	Bhopal
Population	7,26,26,809
Region	3,08,252 sq. km.
Population density in state	236 persons per sq.km.
Total Districts	55 Districts
Other Name of State	Hriday Pradesh, Soya State, Tiger State, Leopard State
High Court	Jabalpur (Bench – Indore, Gwalior)

SITUATIONAL QUESTIONS

Interviewer: Imagine a scenario where a group of students from various departments are preparing for a major research project. How would you assist them as an Assistant Librarian?

You: I would first meet with the students to understand their research topic and requirements. Then, I would guide them in using the library's resources effectively, suggesting relevant books, journals, and databases. I would also offer training sessions on research methods and citation styles to ensure they have the necessary skills to succeed in their project.

Interviewer: Suppose a faculty member urgently needs access to a rare book that is not currently in the library's collection. How would you handle this request?

You: I would first check if the book can be obtained through interlibrary loan services or if it's available digitally through our network. If not, I would explore options for acquiring the book through purchase or collaboration with other libraries. Communication with the faculty member would be crucial to understand their specific needs and provide updates on the status of the request promptly.

Interviewer: If a student approaches you with difficulty accessing online resources due to a technical issue, how would you assist them?

You: I would troubleshoot the issue by checking the student's access credentials and ensuring they are connected to the correct network. If the problem persists, I would escalate the issue to our IT support team while providing alternative resources or formats to access the required information in

the meantime. Keeping the student informed throughout the process is essential to ensure they receive timely assistance.

Interviewer: How would you promote the library's services to increase student engagement and usage?

You: I would organize orientation sessions at the beginning of each semester to introduce new students to the library's resources and services. Additionally, I would collaborate with faculty to integrate library instruction into their courses, demonstrating how to use our resources for research and assignments. Utilizing social media platforms and campus bulletin boards to highlight upcoming events and new acquisitions would also help increase awareness and usage of the library.

Interviewer: Considering the diverse academic backgrounds and interests of students at the University, how would you ensure the library meets everyone's needs?

You: I would regularly assess our collection to ensure it reflects the diverse academic interests and cultural perspectives of our student body. Engaging with student organizations and faculty committees to gather feedback on library services and resources would also inform our decisions on collection development and programming. By maintaining open communication and staying responsive to user feedback, we can better meet the evolving needs of our diverse community.

Interviewer: Suppose there are budget constraints impacting the library's ability to purchase new books and resources. How would you prioritize acquisitions to meet the needs of students and faculty?

You: I would start by conducting a thorough analysis of usage data and feedback from students and faculty to identify high-priority areas for acquisitions. This would ensure that we invest in resources that directly support ongoing research, curriculum needs, and student interests. Additionally, exploring partnerships with other libraries for resource sharing and negotiating favorable pricing with vendors could help maximize our budgetary resources while still expanding our collection strategically.

Interviewer: In the event of a natural disaster or emergency affecting library operations, how would you ensure continuity of services and access to resources for students and faculty?

You: I would collaborate closely with campus emergency management teams to develop a comprehensive continuity plan for library services. This plan would include measures for safeguarding physical collections, implementing remote access to digital resources, and communicating updates to library users via multiple channels. Training library staff on emergency procedures and conducting regular drills would also help ensure a swift and coordinated response during such situations, prioritizing the safety and uninterrupted access to library services for our community.

Interviewer: As more resources move online, how would you enhance digital access and ensure equitable use of digital resources among students and faculty?

You: I would evaluate our current digital infrastructure and identify opportunities to improve user experience and accessibility. This may include upgrading our library management system to facilitate easier navigation and remote access capabilities, expanding our e-book and e-journal subscriptions to cover a broader range of disciplines, and providing training workshops on digital literacy skills. Collaborating with IT support teams and seeking student feedback on their digital access needs would guide our efforts in creating a more inclusive and user-friendly digital environment for all library users.

Interviewer: If two faculty members request the same limited-use resource simultaneously, how would you handle the situation?

You: I would first communicate with both faculty members to understand the urgency and specific needs for the resource. If the resource is physically limited, I would explore options such as scheduling access times or digitizing relevant portions for broader availability. Facilitating discussion between the faculty members to determine priority based on teaching schedules or research timelines would also be beneficial. Transparency in decision-making and offering alternative resources or access strategies would demonstrate our commitment to equitable access while managing competing demands effectively.

Interviewer: If you discover a student attempting to steal a book from the library, how would you handle the situation?

You: I would approach the student calmly and professionally, ensuring their privacy while addressing the issue firmly. I would explain the library's policies on borrowing and returning materials, emphasizing the importance of respecting library resources for the benefit of all users. Depending on the severity and frequency of the incident, I would follow established procedures, which may include documenting the incident, informing appropriate campus authorities or security personnel, and possibly applying sanctions as per the library's policies and student code of conduct.

Interviewer: If you notice students repeatedly violating library rules, such as excessive noise or mishandling of materials, how would you address this behavior?

You: I would first approach the students politely and remind them of the library's rules and expectations for conduct. I would explain the impact of their behavior on other library users and the importance of maintaining a conducive environment for study and research. If the behavior continues or escalates, I would escalate the issue to a higher authority within the library or involve campus disciplinary officials as necessary, following established protocols to address the situation effectively while promoting a respectful and supportive learning environment for all library patrons.

Interviewer: How would you prevent students from using library facilities for unauthorized purposes, such as group activities in designated quiet zones?

You: I would proactively monitor library spaces, ensuring signage and staff presence clearly communicate designated quiet zones and acceptable behaviors. I would politely remind students of these guidelines if I observe unauthorized activities, offering alternative spaces or resources as needed. Implementing periodic checks and encouraging students to respect designated study areas through educational campaigns and feedback mechanisms would reinforce adherence to library policies while promoting a harmonious and productive environment for all users.

Interviewer: If students get into a dispute over library resources or study spaces, how would you intervene?

You: I would approach the situation calmly and impartially, listening to each student's perspective to understand the nature of the dispute. I would remind them of the library's policies regarding resource sharing and conduct, seeking a mutually agreeable solution through mediation or offering alternative resources or study spaces. If necessary, I would escalate the matter to higher library authorities or involve campus mediation services to resolve the dispute respectfully and ensure continued access to library resources for all students.

Interviewer: If two faculty members request the same limited-use resource simultaneously, how would you handle the situation?

You: I would first communicate with both faculty members to understand the urgency and specific needs for the resource. If the resource is physically limited, I would explore options such as scheduling access times or digitizing relevant portions for broader availability. Facilitating discussion between the faculty members to determine priority based on teaching schedules or research timelines would also be beneficial. Transparency in decision-making and offering alternative resources or access strategies would demonstrate our commitment to equitable access while managing competing demands effectively.

Interviewer: How would you manage student requests for high-demand materials during peak times, such as exam periods?

You: I would implement equitable access strategies, such as setting borrowing limits or reservation systems for high-demand materials, to ensure fair distribution among students. Communicating clear guidelines and timelines for accessing these materials, along with offering extended hours or additional copies whenever possible, would help meet student needs effectively. Regularly reviewing usage patterns and seeking student feedback on access policies would inform continuous improvements to library services while maintaining fairness and accessibility for all users.

Interviewer: How would you conduct orientations for new students to familiarize them with library resources and services?

You: I would organize orientations that are engaging and easy to understand for new students. These sessions would cover everything they need to know about using the library effectively.

To start, I would introduce students to our library collections and show them how to find books and other materials using our search tools. I'd also explain our borrowing policies so they know how to check out books and return them on time.

During the orientation, I would provide hands-on demonstrations of our study spaces and technology available in the library.

To make sure new students feel confident using the library, I would distribute orientation materials with important information and offer follow-up sessions throughout the semester. This way, they can ask questions and get more help as they continue to use our resources.

Overall, my goal would be to empower new students to make the most of their library experience and feel supported throughout their time at the university.

Interviewer: How would you conduct orientations for new students to familiarize them with library resources and services?

You: I would organize orientations that are engaging and easy to understand for new students. These sessions would cover everything they need to know about using the library effectively.

To start, I would introduce students to our library collections and show them how to find books and other materials using our search tools. I'd also explain our borrowing policies so they know how to check out books and return them on time.

During the orientation, I would provide hands-on demonstrations of our study spaces and technology available in the library.

To make sure new students feel confident using the library, I would distribute orientation materials with important information and offer follow-up sessions throughout the semester. This way, they can ask questions and get more help as they continue to use our resources.

Overall, my goal would be to empower new students to make the most of their library experience and feel supported throughout their time at the university.

TECHNICAL AND SUBJECTIVE QUESTIONS

Interviewer: What are the services provided in a college library?

You: College and university libraries offer a range of services to support students and faculty in their academic endeavors. Here are some of the key services typically available:

1. Online Public Access Catalog (OPAC): This allows users to search for books, journals, and other materials available in the library.
2. Access to E-resources (NLIST): Users can access electronic journals and e-books both on-campus and remotely using provided login credentials.
3. Online Book Issuance and Returns: Users can borrow and return books online, making the process convenient and efficient.
4. SMS Alerts: Users receive notifications via SMS for reserved items, due dates, fines, and book renewals.
5. Library Hours Information: Users can check the library's opening and closing hours.
6. Book Suggestions via Mobile: Users can suggest books and journals using their mobile phones.
7. Information about New Arrivals: Updates on new books and documents added to the library's collection.
8. Digitization Services: Services include digitized photographs, diagrams, maps, and other important documents.
9. Research Consultation: Research scholars can interact with library staff for guidance and suggestions via mobile or in-person.
10. Wi-Fi Access: Access to electronic resources using Wi-Fi facilities on mobile devices.
11. Information Updates: Notifications about job openings, scholarly competitions, library events, orientations, and lectures.
12. Mobile Alerts: Short messages regarding library events and news sent directly to users.
13. Live Chat Support: Users can engage in live chats with librarians for assistance and information.
14. Reference Services: Reference queries handled through SMS and immediate feedback options.
15. Bulk SMS: Used for mass communication to update users about library activities and events.

These services aim to enhance accessibility, convenience, and support for students and faculty members in their academic pursuits.

Interviewer: The library does not have a budget or has a very limited budget. How would you manage the library under these circumstances?

You: Managing a library with limited or no budget presents challenges, especially for collection development. However, there are strategies that can help alleviate some of these issues.

Firstly, I would explore institutional memberships with other libraries such as USIS, BCL, or nearby university libraries if available. These memberships could provide access to their resources, allowing us to borrow books and materials that we might not have in our own collection.

Secondly, participating in interlibrary loan programs within the college and leveraging memberships like N-LIST would enable us to borrow materials from other libraries that are part of these networks.

Interviewer: If there is no requirement of a catalogue, why is a librarian necessary?

You: Even in the digital age, where online catalogues like OPAC replace traditional card catalogues, the role of a librarian remains crucial. Librarians play a vital role in acquiring and processing information that feeds into these catalogues (OPAC, Web OPAC, MOPAC).

They are responsible for ensuring that books, journals, and other materials are accurately categorized and accessible through these systems. Without this input from librarians, these catalogues wouldn't be able to display the correct information about available resources.

Moreover, librarians are experts in organizing information effectively. They ensure that users can quickly and efficiently locate the documents they need, saving valuable time. This expertise is essential for the practical application of library services and ensures that users have a seamless experience in accessing and utilizing library resources.

In essence, while technology facilitates access to information, it is the librarian's expertise in acquisition, processing, and organization that ensures the effective functioning of the library and enhances user experience.

Interviewer: Can a library be managed by a teacher? Justify the requirement for a librarian.

You: While teachers are knowledgeable in their fields, managing a library requires specific expertise that librarians bring to the table. Librarians serve as human search engines, proficient in navigating and organizing vast amounts of information.

In today's digital age, where search engines like Google exist, librarians are still essential. They specialize in demand-based acquisition, ensuring the library's collection meets the needs of students and faculty. They also handle the meticulous processing of materials and provide precise, targeted service to users.

Unlike teachers who excel in teaching and theory, librarians are trained in information retrieval and delivery. They possess the skills to efficiently access information from databases and other sources, ensuring users receive accurate and relevant resources promptly.

Therefore, the specialized knowledge and skills of librarians are indispensable for the effective management and operation of a library, ensuring it functions optimally to support teaching, learning, and research activities within the institution.

Interviewer: What are some of the top Indian Library and Information Science (LIS) journals?

You: Here are some notable Indian LIS journals that contribute significantly to the field:

- Annals of Library Science and Information Studies - Published by NISCAIR since 1954, this quarterly journal covers original papers, survey reports, reviews, and more. It has an online ISSN of 0975-2404 and a print ISSN of 0972-5423.
- Collnet Journal of Scientometrics and Information Management - Known for its focus on scientometrics and information management,
- Information Studies - This journal contributes to the advancement of information studies.

- SRLES Journal of Information Management - Established in 1964, this journal covers library science and information studies, undergoing name changes over the years. I
- DESIDOC Journal of Library and Information Technology - this journal focuses on the intersection of library science and information technology.
- IASLIC Bulletin - This journal publishes articles relevant to library and information science.
- Library Herald - Library Herald remains a notable publication in the Indian LIS community.

These journals play a crucial role in disseminating research and advancing knowledge in library and information science across India.

Interviewer: What is your plan to develop your library with the latest ICT tools and techniques?

You: My plan includes leveraging modern ICT tools and techniques to enhance the library's services and accessibility for users:

1. SMS Alerts: Implementing SMS alerts for reserved items, due dates, fines, and book renewal notifications to keep users informed and organized.
2. Library Hours Requests: Allowing users to request the library's opening and closing hours via mobile phones for convenience.
3. User Suggestions via Mobile: Enabling users to submit suggestions for required books or journals through mobile devices to tailor our collection to their needs.
4. Virtual Tours: Providing virtual tours of library sections and services akin to those offered by prestigious libraries like the Library of Congress and University of Limerick Library.
5. Audio Tours: Offering audio tours of the library to enhance user experience and familiarity with facilities.
6. New Arrival Notifications: Keeping users updated on new arrivals through digital images of documents such as photographs, diagrams, and maps.
7. Interaction with Research Scholars: Facilitating interaction between research scholars and library staff via mobile phones for consultation and advice.
8. Wi-Fi Access for E-resources: Providing Wi-Fi access for mobile phones to access electronic information sources and journals.
9. Library Journal Finder: Offering access to full-text journal articles and linking to print titles, inspired by models like American University's mobile journal search service.
10. Mobile Updates: Sending notifications about job openings, scholarly competitions, library events, orientations, and more to keep users informed and engaged.
11. Personalized Messages: Sending personalized short messages about library events and news updates directly to users.
12. Live Chat and SMS Reference Services: Enabling users to ask questions and receive immediate feedback through live chat and SMS, transforming how reference services are provided.
13. Bulk SMS Communication: Utilizing bulk SMS services to quickly and efficiently communicate with a large audience about library events and updates.

These initiatives aim to modernize our library services, making them more accessible, interactive, and responsive to the needs of our users in the digital age.

Interviewer: What is Cloud Computing?

You: Cloud computing is a broad term that encompasses various technologies and services. It involves using hosted applications and web-based services accessed over the internet, as well as a distributed and platform-independent server infrastructure.

In practical terms, cloud computing allows organizations, including libraries, to store, manage, and access data and applications remotely, rather than on local servers or personal computers. This shift to cloud solutions offers several advantages:

1. Efficiency: It saves time and resources by centralizing data storage and management, reducing the need for extensive local infrastructure.

2. Resource Allocation: Libraries can reallocate resources previously used for maintaining servers and infrastructure towards improving user services and expanding digital collections.

Cloud computing enables libraries to enhance their operational flexibility and scalability while potentially reducing costs associated with traditional IT management.

Interviewer: Which reference tool do you suggest for finding the biographical sketch of a famous personality?

You: For finding the biographical sketch of a famous personality, I would recommend using "Who's Who in India" or the "Dictionary of National Biography". These reference tools provide comprehensive and reliable information about notable individuals, including their backgrounds, achievements, and contributions in various fields.

"Who's Who in India" focuses specifically on prominent figures within India, offering detailed profiles that are useful for academic research, historical studies, and general knowledge purposes. On the other hand, the "Dictionary of National Biography" provides biographies of individuals who have made significant contributions to society and culture, offering insights into their lives and impact on history.

Both resources are valuable for gaining a deeper understanding of influential personalities and their contributions to society.

Interviewer: What is a research proposal?

You: A research proposal is a document that outlines the details of a planned research project. It serves as a roadmap, providing a comprehensive overview of the research objectives, methods, and expected outcomes. Essentially, it summarizes the entire research process for the reader.

Interviewer: What are the sections of a research proposal?

You: A research proposal typically includes several key sections:

1. Research Background/Introduction: This section provides an overview of the research topic, its significance, and the context in which the study will be conducted.

2. Objectives/Significance of the Study: Here, the specific objectives of the research are outlined, along with the rationale for why the study is important and what it aims to achieve.

3. Literature Review: This section summarizes existing knowledge and research relevant to the topic, demonstrating the researcher's understanding of the subject area and identifying gaps that the study intends to address.

4. Hypothesis or Research Questions: Depending on the nature of the research, this section states the hypothesis to be tested or the research questions to be answered through the study.

5. Conclusion: A brief summary that restates the main points of the proposal and emphasizes the expected outcomes or contributions of the research.

6. References: A list of sources cited within the proposal, demonstrating the scholarly basis of the research and providing further reading for interested parties.

Interviewer: What is an index?

You: An index is a structured arrangement of entries that helps users locate specific information within a document. It serves as a valuable tool for navigating and referencing content efficiently.

Interviewer: What is indexing?

You: Indexing is the process of creating an index. It involves systematically organizing entries or keywords to facilitate easy retrieval of information from a document or collection of documents.

Interviewer: What is information retrieval?

You: Information retrieval refers to the process of searching for and obtaining relevant information resources from a collection of information sources. It involves retrieving data or documents that match a user's information needs.

Interviewer: What is the necessity of automated information retrieval?

You: Automated information retrieval is essential to manage and reduce information overload. By automating the process of searching and retrieving information, it helps users efficiently access relevant content without being overwhelmed by the volume of available information.

Interviewer: Give an example of a visible information retrieval application.

You: A web search engine, such as Google or Bing, is a prominent example of a visible information retrieval application. It allows users to enter search queries and retrieves relevant web pages based on keyword matches.

Interviewer: What is the basis of searching in an information retrieval system?

You: Searching in an information retrieval system is typically based on metadata or full-text (content-based) indexing. Metadata indexing uses structured information about documents (like author, title, keywords), while full-text indexing analyzes the entire content of documents to find relevant matches based on keywords or phrases.

Interviewer: What are types of indexing systems?

You: There are several types of indexing systems used in information retrieval:

- Chain Indexing
- PRECIS (Preserved Context Indexing System)
- POPSI (Post-coordinate Indexing System)
- Uniterm Indexing
- KWIC (Key Word In Context)
- KWAC (Key Word and Context)
- KWOC (Key Word Out of Context)
- WADEX (Word and Document Excerpt)
- SLIC (Selective Level Indexing with Classification)
- PANDEX (Postable and Nonpostable Documents and Excerpts)
- String Indexing
- Permuterm Indexing

- Articulated Subject Indexing
- Multiterm Indexing
- NEPHIS (Nested Phrase Indexing System)
- CIFT (Controlling Indexing for Future Transmission)
- PERMDEX (Permuterm Index)
- LIPHIS (Linked Phrase Indexing System)
- PASI (Pragmatic Approach to Subject Indexing)
- Kaiser's Systematic Indexing

Each indexing system has its own method and purpose, tailored to specific needs in organizing and retrieving information effectively.

Interviewer: What is an empty digit?

You: An empty digit is a symbol or character that lacks semantic value, meaning it does not convey any specific meaning or relationship between signs or symbols. However, it retains its ordinal value or position within a sequence. For example, in the sequence 91, 92, ..., 98 or AZ, BZ, ..., YZ, az, bz, ..., the digits or letters (like 9, Z, z) have no inherent semantic meaning but maintain their numerical or alphabetical position.

Interviewer: Can you give an example of the Octave (Eight) principle?

You: The Octave principle refers to a sequence of numbers or items arranged in groups of eight. For example:

- 91, 92, 93, 94, 95, 96, 97, 98 (numbers in the range of 91 to 98)
- 991, 992, 993, 994, 995, 996, 997, 998 (numbers in the range of 991 to 998)

These examples illustrate sets of eight consecutive numbers, adhering to the Octave principle.

Interviewer: What is the difference between Research methods and Research methodology?

You: Research methods refer to the specific techniques and procedures used to conduct research on a particular subject or topic. These methods involve the practical steps and tools employed in collecting and analyzing data.

On the other hand, research methodology explains the overall approach, framework, and theoretical perspective that guides the entire research process. It encompasses the rationale behind selecting specific research methods, the philosophical assumptions underpinning the study, and the overall strategy for conducting and interpreting the research.

Interviewer: Can you mention the steps involved in Stock Verification?

You: Certainly. Stock verification involves several systematic steps to ensure the accuracy and completeness of a library's collection:

1. Notification: Circulate a notification to academic departments, informing teachers, students, scholars, and offices to return issued books for verification.
2. Dusting and Cleaning: Clean and dust book racks and shelves to prepare for the verification process.
3. Excel Sheet Preparation: Create an Excel sheet with three columns: (1) Random Accession Number, (2) Availability (whether the book is returned or not), and (3) Remarks (if any discrepancies are found).
4. Tallying Books: Count and tally all returned books, as well as books currently on the racks, to

ensure all are accounted for.

5. Reporting: Prepare a detailed report that documents any lost, damaged, or untraceable books discovered during the verification process.

These steps help maintain the accuracy and organization of a library's collection through regular verification and auditing processes.

Interviewer: What is the difference between manual cataloging and computerized cataloging?

You: In manual cataloging, information is organized according to the ISBD (International Standard Bibliographic Description) format. Cataloging entries are handwritten or typed on cards. In contrast, computerized cataloging uses digital tools to organize information. Cataloging is typically done using worksheet formats or MARC (Machine-Readable Cataloging) standards, allowing for easier storage, retrieval, and manipulation of bibliographic data.

Interviewer: What is a referencing style?

You: A referencing style is a set of rules and conventions that define how sources of information, such as books, articles, and websites, are cited and referenced in academic writing. It ensures that credit is given to the original authors and sources of ideas or information used in research papers and assignments.

Interviewer: What is the importance of referencing style?

You: Referencing style is essential in academic writing because it acknowledges the contributions of other researchers and scholars. It helps maintain academic integrity by preventing plagiarism and allows readers to locate and verify the sources used in your work. Proper referencing also demonstrates the depth of your research and supports the credibility of your arguments.

Interviewer: Can you mention the types of referencing styles?

You: There are several popular referencing styles used across different disciplines. Here are ten types of referencing styles:

1. ACS (American Chemical Society)
2. AGLC (Australian Guide to Legal Citation)
3. AMA (American Medical Association)
4. APA (American Psychological Association)
5. Chicago Manual of Style / Turabian Style
6. CSE (CBE) (Council of Science Editors)
7. Harvard
8. IEEE (Institute of Electrical and Electronics Engineers)
9. MLA (Modern Language Association of America)
10. Vancouver

Each style has its own specific rules for formatting citations and references, tailored to the requirements of different academic disciplines.

Interviewer: Formation of College Library Committee

You: The College Library Committee is a statutory body comprising the Principal, senior teachers, the President of the Governing Body, and the Librarian who serves as the convenor. This committee plays a pivotal role in making significant decisions related to library administration and development. Every important decision concerning the library is deliberated and finalized during Library Committee meetings, ensuring comprehensive governance and strategic planning for the library's operations.

Interviewer: What is the Selection Criteria of Library Management Software

You: When selecting Library Management Software, several key criteria should be considered to ensure it meets the institution's needs effectively:

1. Comprehensive Modules: The software must include all essential modules required for efficient library management.
2. Regular Updates: It should offer regular updates to keep pace with technological advancements and user needs.
3. Customization: Ability to customize features to align with specific institutional requirements.
4. Web OPAC & Mobile OPAC: Provides access to an Online Public Access Catalog (OPAC) via web and mobile platforms for enhanced accessibility.
5. Backup and Editing: Easy backup and editing facilities to safeguard and manage library data effectively.
6. Branch/Departmental Libraries: Capability to manage online issue and return of books for branch or departmental libraries.
7. Technology Robustness: Utilizes robust technology that ensures system stability and resists performance issues.
8. Operating System Compatibility: Compatibility with Linux OS to support diverse IT environments.
9. Cost Effectiveness: Offers a cost-effective solution that meets budgetary constraints without compromising on functionality and performance.

Interviewer: How is computerized cataloging, its publication, and distribution done?

You: After acquiring books, they are entered into the acquisition module of the library system. The books are then classified and cataloged using worksheet or MARC (Machine-Readable Cataloging) format. Once data entry is complete, it is saved in the library's database. The cataloged books are then made accessible through the Online Public Access Catalog (OPAC), Web OPAC, and mobile OPAC, allowing users to search and access library resources digitally.

Interviewer: Shodhganga dedicated for which purpose?

You: Shodhganga is dedicated as a reservoir or repository of Indian Theses for Open Access by INFLIBNET, providing access to electronic theses and dissertations from Indian universities.

Interviewer: Shodhgangotri dedicated for which purpose?

You: Shodhgangotri serves as a reservoir or repository of Indian Research in Progress by INFLIBNET, offering information on ongoing research projects across various disciplines in Indian universities.

Interviewer: What is E-Shodhsindhu?

You: E-Shodhsindhu is the amalgamation of UGC-INFONET Digital Library Consortium, INDEST-AICTE Consortium, and NLIST Programme. It aims to provide access to electronic resources, including e-journals, e-books, and databases, to academic institutions across India.

Interviewer: What are the broad categories of Reference Service in the digital era?

You: In the digital era, reference services are broadly categorized into three types: asynchronous, synchronous, and collaborative network services.

Interviewer: What includes with asynchronous reference service?

You: Asynchronous reference services include:

- Email: Users can send queries and receive responses at a later time.
- Web Forms: Online forms where users submit their questions.
- Ask-a-Service: Online services that allow users to ask questions and get responses at their convenience.
- Online Pathfinders: Guides or tutorials available online to help users find information on specific topics.

Interviewer: What includes with synchronous reference service?

You: Synchronous reference services include:

- Text-Based Chat: Real-time chat with librarians via text.
- Video Conferencing: Live video interactions with librarians.
- Digital Reference Robots: Automated systems that provide real-time assistance.
- Real-Time Reference: Instant support and information through live communication channels.

Interviewer: What is the most important factor for the successful adaptability of the Semantic Web?

You: The standardization of metadata is the most important factor for the successful adaptability of the Semantic Web. Standardized metadata ensures that information is consistently structured and easily understandable by machines, facilitating better data integration and interoperability across different systems.

Interviewer: Tell me what is Type 1 and Type 2 Errors in Hypothesis testing?

You: There are two types of errors that researchers can make when conducting statistical hypothesis testing.

Type 1 Error: This occurs when we reject the null hypothesis (H_0) and conclude that there is an effect or relationship in the population, when in fact, there is none (H_0 is actually true). The probability of committing a Type 1 error is equal to the alpha level (α), which is the significance level set by the researcher.

Type 2 Error: This happens when we fail to reject the null hypothesis (H_0) and conclude that there is no effect or relationship in the population, when in reality, there is one (the alternative hypothesis, H_1 , is true). The probability of making a Type 2 error is denoted by the Greek letter β (beta). Unlike Type 1 error, the exact probability of Type 2 error is more complex to determine and depends on several factors.

In summary, Type 1 error involves wrongly rejecting a true null hypothesis, while Type 2 error involves wrongly failing to reject a false null hypothesis. The balance between these errors is crucial in statistical decision-making to ensure accurate conclusions from research findings.

Interviewer: Tell me Acquisition Process of Library Materials

You: The acquisition process of library materials involves several key steps to ensure the efficient addition of books and resources to the library's collection.

Step-by-Step Process:**1. Selection and Ordering:**

- Before acquiring library materials, books are selected based on library needs and curriculum requirements.
- Orders are placed with selected vendors, ensuring terms and conditions are agreed upon.

2. Database Entry:

- If the library utilizes an acquisition module in its Library Management Software:
 - Each selected book is entered into the library's database, along with vendor details.
 - This step ensures that all books to be acquired are recorded digitally for efficient tracking.

3. Receiving and Verification:

- Upon receiving books from vendors, they are physically verified:
 - Library staff check the received items against the order to ensure accuracy and condition.
 - Any discrepancies or issues are noted in the acquisition module, using unique accession numbers for each item.

4. Record Keeping:

- Detailed information such as unique accession numbers, vendor details, and any discrepancies are recorded.
- This information is also logged in a manual accession register, ensuring comprehensive documentation of acquisitions.

Interviewer: What is RFID? If your library is RFID-enabled, how much benefit does your library get?

You : Radio Frequency IDentification (RFID) is a method of remotely storing and retrieving data using devices called RFID tags. An RFID tag is a small object, such as an adhesive sticker, that can be attached to or incorporated into a product. Advantages: (i) Self-charging/Discharging (ii) Reliability (iii) High-Speed Inventorying (iv) Automated Materials Handling

Interviewer: How will you marketing of your library?

You: Marketing the library is crucial to increase awareness and usage among our community. Here are some effective strategies we employ:

- (a) We promote the library through stories on our organization's homepage and intranet, often tying in with events like National Library Week. These stories feature engaging photos and fun facts about our library.
- (b) We collaborate with other communication outlets within our organization, such as company newsletters or student newspapers, to feature articles or interviews with our library director, showcasing our services and resources.
- (c) Occasionally, we forgive fines for a day to encourage patrons to return overdue items and revisit the library.
- (d) We host open houses where we invite faculty, researchers, or medical staff to see recent examples of successful library-user partnerships.

(e) To foster team spirit and community engagement, we organize events like group photos of all librarians and library staff in front of the library.

(f) Engaging our student community, we run contests on social media platforms where students share how the library has supported their studies, encouraging interaction and feedback.

(g) Our librarians actively share their collaborations with library users on social media, highlighting successful interactions and projects.

(h) We hold photography contests featuring the library, showcasing winning photos on our website, social media pages, and even as screensavers on library computers.

(i) Collaborating with other departments such as music or art, we host concerts or art exhibitions featuring work from library users or employees.

(j) We participate in external events such as new employee orientations, health fairs, or sports days to introduce our library services to new audiences.

(k) Fun and interactive, we make buttons at the library, which patrons enjoy and wear, sparking conversations about the library.

(l) Lastly, adopting a mascot has been a hit; we use its image on flyers and blog posts, creating a recognizable symbol associated with our library.

Interviewer: How can a manual library system be converted to an automated library system?

You: Converting a manual library system to an automated one involves several strategic steps to ensure a smooth transition:

(i) Selection of Library Management Software: The first step is deciding on a suitable library management software that meets our needs, with necessary customization options.

(ii) Acquisition of Equipment: Procuring essential hardware such as computers, servers, printers, scanners, and online UPS systems is crucial to support the automated system.

(iii) Software Installation: Installing the chosen software on the server or designated computers where the library database will be hosted.

(iv) Data Entry: The next critical phase involves entering every book, journal, thesis, and report into the database systematically. This step ensures that all library resources are cataloged for easy retrieval.

(v) LAN Setup: Establishing a Local Area Network (LAN) connection within the library premises to facilitate seamless communication between the server and client computers.

(vi) Web OPAC and MOPAC: Implementing Web OPAC (Online Public Access Catalog) and MOPAC (Mobile OPAC) functionalities to enable users to search and access library resources remotely.

(vii) 24/7 Server Availability: Ensuring the server is operational 24/7 to provide continuous access to library resources from both within the campus and outside.

By following these steps methodically, we can effectively transform our library operations from manual to automated, enhancing accessibility, efficiency, and user experience.

Interviewer: Do you know any International and National(India) Publisher name ?

You: list of foreign publishers:

- Pearson (UK)
- Reed Elsevier (UK/Netherlands/US)
- Thomson Reuters (US) [Parent Company: The Woodbridge Co. Ltd., Canada]
- Wolters Kluwer (Netherlands)

- Hachette Livre (France)
- Grupo Planeta (Spain)
- Random House (Germany)
- McGraw Hill Education (US)
- Holtzbrinck (Germany)
- Cengage (US)
- Scholastic Corporation (US/Canada)
- Springer Nature (Germany/UK)

Any 10 Publisher of India

List of 10 Indian publishers (i) Cambridge University Press India Pvt. Ltd. (New Delhi) (ii) Pitara Kids Network (Gurgaon) (iii) Gyan Books (P) Ltd. (New Delhi) (iv) National Book Trust (New Delhi) (v) Ane Books India (New Delhi) (vi) S.Chand Co. Ltd. (New Delhi) (vii) Laxmi Publications Pvt. Ltd. (New Delhi) (viii) Vikas Publishing House Pvt. Ltd. (Noida) (ix) Eastern Book Company (Lucknow) (x) Mapin Publishing Pvt. Ltd. (Ahmedabad)

Interviewer: How could your library achieve ISO certification?

You: Achieving ISO certification involves following a set of principles and steps to ensure quality management. First, we need to analyze the costs and benefits involved. It's important to get everyone in the library involved because ISO certification is a team effort. We might need to bring in a Quality Assurance specialist to help guide us through the process. Documenting our policies and procedures is crucial—if we haven't already done so, we would start now. We would write our procedures in a way that anyone, even someone unfamiliar with our library, could understand and follow them. Hiring a consultant and selecting a certifying organization would also be part of the process. Finally, ensuring that our staff receive proper training and creating incentives to keep everyone motivated would help us achieve and maintain ISO certification.

Interviewer: What is a technological gatekeeper?

You: A technological gatekeeper is someone in an organization who is known for their technical knowledge and is frequently consulted by colleagues for advice or information about technology-related issues.

Interviewer: Why are they called technological gatekeepers?

You: They are called gatekeepers because they play a crucial role in providing access to information and solving technical problems for others. These individuals have a strong interest in gathering and retaining knowledge, often through extensive reading and staying updated with external sources. Their role is to pass on this knowledge to colleagues who may need help or guidance.

Interviewer: What is WorldCat?

You: WorldCat is a collection of databases that contain extensive information about library collections and services worldwide. It's like a global network where libraries from all over the world contribute, maintain, and share their data. OCLC manages and enhances WorldCat. The data in WorldCat supports various services provided by OCLC and its partners. It helps libraries manage their resources more efficiently, makes it easier for people to discover what libraries have in their collections, and increases the visibility of libraries on the internet.

MP RELATED RELATED QUESTIONS

Interviewer: Can you tell us about the state symbols of Madhya Pradesh?

You: the state symbols of Madhya Pradesh:

- State Animal: Barahsingha (reindeer)
- State Flower: White Lily
- State Bird: Dudhraj (Shah Bulbul)
- State Dance: Rai
- State Tree: Banyan
- Official Game: Malkhamb

Interviewer: Can you provide some general knowledge and specific details about Madhya Pradesh?

You: Notable symbols and facts about Madhya Pradesh:

- State Symbol: A circle inside the 24 stupa shape, with earrings of wheat and paddy.
- State River: Narmada
- State Theater: Mach
- Official Anthem: "Mera Madhya Pradesh Hai" (Composer – Mahesh Srivastava)
- State Fish: Mahseer (announced in 2013)
- State Crop: Soybean
- Official Language: Hindi
- State Legislature: Unicameral (assembly)
- Number of Assembly Members: 231 [230 + 1 Anglo-Indian Member]
- Number of Seats Reserved for Scheduled Castes in the Legislative Assembly: 35
- Number of Seats Reserved for Scheduled Tribes in the Legislative Assembly: 47
- Number of Members in Lok Sabha: 29
 - Lok Sabha Seats Reserved for Scheduled Castes: 4
 - Lok Sabha Seats Reserved for Scheduled Tribes: 6
- Seats for Rajya Sabha: 11

Interviewer: Which states border shares with Madhya Pradesh?

You: Madhya Pradesh shares its borders with five states:

- Uttar Pradesh (North-East)
- Maharashtra (South-West)
- Chhattisgarh (South-East)
- Rajasthan (North-West)
- Gujarat (West)

Interviewer: What are some geographical features and landmarks of Madhya Pradesh?

You: Geographical features and landmarks of Madhya Pradesh:

- Line Passing Through the Middle of the State: Tropic of Cancer (passes through 14 districts)
- Percentage of Madhya Pradesh in the Total Area of India: 9.38%
- Highest Point of the State: Dhupgarh hill (located in Mahadev hill)
- Lowest Place in the State: Narmada–Son Valley
- Hottest Place: Khajuraho

- Coldest Place: Shivpuri
- Largest River of the State: Narmada river (1312 km)

Interviewer: Who were the first appointees in various roles in Madhya Pradesh?

You: Here are the first appointees in various roles in Madhya Pradesh:

- First Governor: Dr. B. Pattabhi Sitaramayya
- First Woman Governor: Ms. Sarla Grewal
- First Chief Minister: Pt. Ravi Shankar Shukla
- First Woman Chief Minister: Ms. Uma Bharti
- First Speaker of the Legislative Assembly: Pt. Kunjilal Dubey
- First Deputy Speaker of the Legislative Assembly: Vishnu Vinayak Sarwate
- First Leader of Opposition: Shri Vishnunath Yadavrao Tamaskar
- First Chief Justice of High Court: Mohammad Hidayatullah

Interviewer: What are some of the firsts in various sectors and facilities in Madhya Pradesh?

You: Here are some of the firsts in various sectors and facilities in Madhya Pradesh:

- State's First Nuclear Power Station: Chutka village (Mandla)
- State's First I.T. Park: Bhopal
- State's First International Airport Terminal: Bhopal
- State's First Agricultural University: Jabalpur
- State's First University: Dr. Harisingh Gour University, Sagar (1946)
- First ISO Certified SP Office: Dewas
- State's First National Park: Kanha Kisli
- State's First Dry Port: Pithampur

Note :Before appearing the Interview Please take a glimpses of all data available on this site

About me

I am Saket Sharma, currently serving as an Apprentice at ICSSR NASSDOC. With a background enriched by diverse experiences, I have been actively engaged in projects that highlight my adaptability and expertise within the evolving landscape of libraries.

Previously, I contributed to the Legal Depository of Solar Energy project for ISA Gurgaon at TERI Lodhi Road, demonstrating my capability to handle specialized information resources. Additionally, my involvement in the RFID Project at Vivekananda College Library underscored my practical knowledge and commitment to enhancing library functionalities.

Drawing from these experiences, I have authored an eBook meticulously crafted to aid candidates aspiring for the Assistant Librarian position at Delhi University, with applicability extending to similar roles in colleges and universities nationwide. This eBook serves as a valuable resource, equipped to empower Assistant Librarian aspirants in navigating their career paths effectively.

EXCITED ABOUT THE FUTURE OF
LIBRARIES AND INFORMATION
SERVICES AND EAGER TO PLAY A
ROLE IN IT.


